

## **Atholton High School Academic Integrity Policy**

Atholton High School is a place where learning and knowledge are based on the core values of respect, excellence, accountability, consideration, and honesty. We hold our students to the highest standards of performance and integrity and expect each student and staff member to maintain those standards and strive for continuous improvement. We expect Atholton students to take responsibility for their actions and thus maintain academic honesty and a positive learning environment.

### **TYPES of VIOLATIONS**

**Cheating:** Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

**Facilitation:** Helping or attempting to help another student violate any provision of the Academic Integrity Policy.

**Falsification:** Making up information/data or a citation in any academic exercise.

**Plagiarism:** Representing the words or ideas of another as one's own in any academic exercise.

### **LEVEL 1 VIOLATIONS**

- Copying another student's homework, classwork, or ideas without the instructor's permission. (**cheating/plagiarism**)
- Allowing another student to copy homework or classwork without the instructor's permission. (**facilitation**)
- Not acknowledging another writer's ideas or direct words within a given assignment. A list of resources alone is not sufficient. (**plagiarism**)
- Copying or paraphrasing an excerpt from the Internet or any other resource without citing the source. (**plagiarism**)

### **LEVEL 2 VIOLATIONS**

- Cheating on exams, tests, or quizzes, including failure to follow behavioral and procedural guidelines before, during, and after testing situations. (**cheating**)
- Copying or buying an essay, lab report, or project and submitting it as one's own. (**cheating/plagiarism**)
- Using an assignment from a student who previously took the class and submitting it as one's own (**cheating**). Providing that assignment to a current student. (**facilitation**)
- Using a computer translator in a World Language class without the teacher's permission. (**cheating**)

- Obtaining information about the content of an exam, test, or quiz from a student who has already taken the exam/quiz. (**cheating**)
- Providing information about the content of an exam, test, or quiz to a student who has not yet taken the exam/quiz. (**facilitation**)
- Making up a source to use as a citation in an assignment. (**falsification**)
- Any academic integrity violation not listed.

### CONSEQUENCES for VIOLATIONS

#### **Level 1 Violation:**

1<sup>st</sup> offense:

- Teacher confers with student and notifies parent
- 0 on assignment
- Disciplinary referral to and conference with administrator or other discipline under the HCPSS student code of conduct\*\*

2<sup>nd</sup> (or subsequent\*) offenses:

- Teacher confers with student and notifies parent
- 0 on assignment
- Disciplinary referral to administrator for assignment to Saturday School or other discipline under the HCPSS student code of conduct\*\*

#### **Level 2 Violation:**

1<sup>st</sup> offense:

- Teacher confers with student and notifies parent
- 0 on assignment
- Disciplinary referral to administrator for assignment to Saturday School or other discipline under the HCPSS student code of conduct\*\*

2<sup>nd</sup> (or subsequent\*) offenses:

- Teacher confers with student and notifies parent
- 0 on assignment
- Disciplinary referral to administrator for suspension from school or other discipline under the HCPSS student code of conduct\*\*

\*Offenses are cumulative throughout a student's career at Atholton High School.

\*\*A student's disciplinary record is considered during the application process for all Honor Societies. A violation of the Academic Integrity Policy may impact a student's continued participation in any Honor Society and a teacher's choice to complete recommendation letters for colleges, scholarships, and other programs.

*Parts of this policy are adapted from Dr. Andrea Goodwin, Associate Director, Office of Student Conduct, Univ. of Maryland presentation and the UM Code of Academic Integrity (instituted 1990-91) and the River Hill High School Academic Integrity Policy & Honor Pledge.*

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My signature below indicates...

- I understand that cheating, falsifying, facilitating dishonesty, or plagiarizing on exams, tests, quizzes, assignments, projects, or any other schoolwork is a violation of the Atholton High School Academic Integrity Policy.
- I understand that helping another student violate Atholton's academic integrity standard or sharing my schoolwork with another student without specific teacher permission is a violation of the Atholton High School Academic Integrity Policy.
- I understand that I am accountable for my actions and I will accept responsibility and consequences for my actions.

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Student Printed Name

Date

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Student Signature

Date

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Parent/Guardian Signature

Date

White – First Period Teacher – student signature only

Yellow – First Period Teacher – student and parent/guardian signature

Pink – Student